

**SOCIETY OF BROADCAST ENGINEERS, INC.**

**Chapter Manual**



SOCIETY OF BROADCAST ENGINEERS, INC.

# CHAPTER MANUAL

## INTRODUCTION

This revised edition of the Society of Broadcast Engineers Chapter Manual is designed to assist chapter leadership in organizing and operating a local SBE chapter.

This copy of the SBE Chapter Manual is the property of your local chapter and should be passed on from one chapter chairman to the next. Its use will help to provide a smooth transition of chapter leadership.

The manual will be updated regularly and has been published in electronic form for ease in incorporating the changes. The updated manual will be posted on the National SBE website and chapter chairmen will be notified that an update is available.

## SBE NATIONAL OFFICE

Society of Broadcast Engineers, Inc.  
9102 North Meridian Street, Suite 150  
Indianapolis, Indiana 46260

PHONE: 317-846-9000  
FAX: 317-846-9120

[www.sbe.org](http://www.sbe.org)

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# SOCIETY ORGANIZATION

Pursuant to Article I of the By-Laws, the following rules, regulations and operating guide for chapters have been adopted by the Board of Directors of the Society of Broadcast Engineers:

## **1. Society and Chapter Purposes**

The Society of Broadcast Engineers, Inc. (SBE) is a not-for-profit organization having a national membership of individuals dedicated to advancing the profession of Broadcast Engineering as described in Article I, Section 2 of its By-Laws, and is exempt from federal income tax under I.R.C. §501(c)6.

A Chapter of the SBE is an association of SBE members located in a limited geographical area whose purpose is to further such purposes of the SBE through local meetings and activities. These Chapter meetings and activities should provide additional educational opportunities for members and guests, provide the basis for social and fraternal contacts, plus enhancement of the Broadcast Engineering profession's image within the broadcasting industry and with the public.

## **2. Chapter Authorization, Organization and Conduct of Affairs**

A chapter of the SBE may be authorized by the Board of Directors of the SBE as provided by the By-Laws in Article X. This authorization is normally accomplished after the third consecutive meeting of the SBE members who desire to form the local chapter. A minimum of ten (10) voting members is required to establish a chapter. Application may be made upon forms furnished by the National Office. After the authorization for the chapter has been received, the chapter will receive an "Initial monetary Grant" and, if qualified, "Annual Rebates" as described in #11 below.

After chapter authorization is received, the local Chapter may use the name "Society of Broadcast Engineers," its abbreviation, "SBE," and any of its current logos and trademarks, subject only to the limitation that the use of these names and insignia be for Society purposes only and that the chapter is identified visually adjacent to the logo or name.

The chapter may be organized as an association of individuals or as a corporation, not-for-profit, under the laws of any state. Individual members applying for chapter status shall furnish to SBE copies of its Articles of Incorporation (or Association), By-Laws, and/or any other enabling documents evidencing its formation.

The chapter shall not be organized, or its affairs conducted, as an agent or subsidiary of SBE. The "authorization" to be a chapter shall not create an agent-principal or subsidiary relationship with SBE. Each chapter shall constitute a separate entity from SBE and shall be responsible for complying with all federal, state and local laws and ordinances concerning taxation (or the exemption therefrom), or any state laws concerning its organization or conduct of its affairs. (When a chapter anticipates annual gross receipts from all sources in excess of \$25,000, it should file for federal income tax exemption under I.R.C. §501(c)6.)

## **3. By-Laws**

### **SBE By-Laws of the Society of Broadcast Engineers, Inc. (as amended January 1, 2014)**

#### **ARTICLE I. NAME AND PURPOSES**

**Section 1.** Name. The name of this organization shall be the Society of Broadcast Engineers, Inc., a corporation pursuant to the District of Columbia Non-Profit Corporation Act.

**Section 2.** Purposes. The purposes for which the corporation is organized are as follows:

- (a) The diffusion and increase of knowledge about broadcast engineering, and the promotion and advancement of this profession and its companion fields for both theoretical and practical applications necessary to advance the art.
- (b) The establishment of professional education, training and competence for persons engaged in the profession of broadcast engineering and its allied fields; and to afford professional recognition to its practitioners signifying the achievement of these standards.

- (c) The stimulation of interest in broadcast engineering and its allied fields to sustain the profession, encouragement of the interplay and intercourse of ideas to advance the art, and the promotion and maintenance of the highest professional standards among its members to allow them to conduct their professional actions in the scale of exemplary ethical standards.
- (d) The creation of working alliances and meeting of minds with all elements of the broadcast and communications industry, including the FCC and the ultimate recipient of that which we practice, the viewers and listeners.
- (e) To these ends, it shall be the purpose of the Society to hold meetings for the reading and discussion of professional papers, publications, communications, for such other professional activities as shall properly fulfill the objectives of the Society and advance the art of broadcast engineering.

## **ARTICLE II. MEMBERSHIP**

### **Section 1.**

- (a) As shall be deemed necessary, geographical grouping of Chapters may be authorized by the Board of Directors to alleviate attendee hardship regarding regular Chapter participation.
- (b) Student Chapters may be established either as a part of a regular Chapter, or may be established on a state-accredited university campus under the sponsorship and guidance of the SBE.

### **Section 2.**

- (a) **Honorary Member:** A person of outstanding repute and eminence in the Art and Science of Broadcast engineering or any of its allied professions may be elected to Honorary Membership by the Board of Directors and thus become entitled to all of the rights and privileges of the Society.

Candidates for election to Honorary Membership shall be proposed in writing by a voting member. Such proposal shall include a biography of the candidate and the endorsement of 15 voting members and shall be submitted to the Board of Directors for consideration. If elected, the candidate shall be notified by the Secretary. The Board of Directors shall confer the Honorary Membership in such a manner as they deem appropriate.

- (b) **Fellow:** A member who has rendered conspicuous service, or is recognized as having made valuable contribution to the advancement of broadcast engineering or its allied professions dissemination of knowledge thereof, the promotion of its application in practice, may be elected a fellow of the Society.

Candidates for election to Fellowship shall be proposed in writing by a voting member. Such proposal shall include a biography of the candidate and the endorsement of 5 voting members and shall be submitted to the Board of Directors for consideration. If elected, the candidate shall be notified by the Secretary. The Board of Directors shall confer the Fellowship in such a manner as they deem appropriate. A Fellow of the Society is entitled to all the rights and privileges of the Society, including the right to vote.

- (c) **Senior Member:** Any member of the Society for at least five consecutive years, with at least fifteen years active participation in broadcast engineering or its allied fields who has demonstrated professional responsibility in the area of supervision, equipment design, physical plant design, marketing and/or equipment-systems integration. Candidates for election to Senior Member shall make application to the Membership Committee on forms provided by the National Office.
- (d) **Member:** Any person actively engaged in broadcast engineering or its allied fields, or who has an academic degree in Electrical Engineering, or its equivalent, or has scientific or professional experience in the communications field, including the design or marketing of broadcast related products shall be eligible for election to membership in the Society. Upon election, he shall be entitled all the rights and privileges of the Society. Equivalent scientific or professional experience shall require at least four years active participation in broadcast engineering or allied fields which demonstrate acceptable technical proficiency to the satisfaction of the Admissions Committee.

- (e) **Associate and Student:** Any person engaged in the objectives of the Society, not meeting the qualifications of a Member, or above, may be eligible for election to the grade of Associate Member. Any person actively engaged in the study of companion engineering fields shall be eligible for election to the grade of Student Member. Associate and Student Members do not qualify for voting privileges in national elections, nor are they eligible to hold offices in other than Student Chapters of the Society. Candidates for election to Associate Membership shall make proper application to the Admissions Committee on forms provided by the National Office.

Candidates for election to Student Membership shall make proper application to the Admissions Committee on forms provided by the National Office. Students must provide the endorsement of their College or University Advisor to certify their student status. Student membership shall not exceed the member's term in college or university and shall be convertible to Member status with no further action other than presentation of upgrade request to the Admissions Committee, provided that all membership requirements are met upon satisfactory completion of education.

- (f) **Lifetime Membership:** Any membership classification of Member, Senior, Fellow or Honorary shall be eligible for Lifetime Membership. Application for Lifetime Membership shall be made on forms provided by the National Office. Conditions of payment shall be determined by the Board of Directors. Upon completion of conditions, the member will be provided a plaque and membership card indicating Lifetime Membership status.

- (g) Life Membership: Any Member or Fellow in good standing who has retired from broadcast engineering, is at least 65 years of age, and who has been a member in good standing for 15 or more consecutive years immediately preceding application, may, at his request, be placed on the Life Membership list.
- (h) Sustaining Member: Any person, corporation, or organization meeting the requirements determined by the Board of Directors shall be eligible to election to Sustaining Membership in the Society. Sustaining members, and individuals representing organizations that are Sustaining Members, shall be allowed voting privileges. Individuals representing organizations who are Sustaining Members shall be authorized by the Sustaining Member to cast the vote of the Sustaining Member and shall receive all communications on behalf of the Sustaining Member, pursuant to procedures established by the Society.
- (i) Youth Member: Any high school student active in the technical operation of a high school or career center broadcast station, school club or community organization such as an amateur radio club, with the purpose of learning about the field of broadcast engineering, or who has a general interest in broadcast engineering. Youth members do not qualify for voting privileges in national elections nor are eligible to hold elected or appointed office.
- (j) The right to wear the Emblem of the Society is given to Members of any classification.

**Section 3. Termination of Membership.**

- (a) Any Member may be suspended for a period or expelled for cause, such as violation of any of the By-Laws or Canons of Ethics of the Society or for conduct prejudicial to the best interests of the Society. Such suspension or expulsion shall be at the unanimous vote of the full membership of the Board of Directors, with the exception of the vote of the person proposed for suspension or expulsion if he be a Member of the Board of Directors. At least fifteen days before a vote may be taken for the suspension or expulsion of a Member, a statement of the charges against him and a notice of the time when and place where the Board of Directors proposes to take action must be sent to such Member by registered mail at his last recorded address; such Member shall be given an opportunity to present a defense at the time and place mentioned in the aforesaid notice.
- (b) A Member may be suspended or expelled for failure to pay dues, as outlined in Article V.
- (c) Any Member may withdraw from the Society by presenting to the Secretary a written resignation, which resignation shall be presented to the Board of Directors by the Secretary.
- (d) Each Member shall have one vote only.
- (e) The rights of any person as a Member of this Society, including his right to vote, shall cease immediately upon suspension, expulsion, or termination of membership.

**ARTICLE III. BOARD OF DIRECTORS**

**Section 1.** The governing body of the Society shall be known as the Board of Directors, which shall consist of the President, Vice President, Secretary, Treasurer, Immediate Past President and not less than six nor more than twelve Directors.

**Section 2.** All members of the Board of Directors and all nominees therefor must be members in good standing of the Society and hold a valid SBE Engineering Certification at the time of nomination and throughout all terms of office.

**Section 3.** The term of the Directors shall be for two years.

**Section 4.** A Director may be elected to not more than three consecutive terms after which that person must not hold a directorship for two years.

**Section 5.** All terms of office shall begin and end with the Annual Membership Meeting, the time of which shall be determined by the Board of Directors. The Board of Directors shall meet following the Annual Meeting, as soon as practicable.

**Section 6.** The Board of Directors shall have the power to hold meetings at such times and places as it deems necessary; to appoint committees; to employ staff and consultants; to authorize expenditures, establish policies and procedures, and to take such actions as may be necessary or desirable to carry out the purposes of the Society. Meetings of the Board of Directors may be called by the President whenever he deems necessary. Other meetings shall be called by the President upon written request of any four Directors or officers. Notification of all meetings of the Board of Directors shall be served personally, by regular United States Mail or receipted electronic mail, or by telephone conference call. Such notices shall not be made less than 10 calendar days prior to the day of the meeting.

**Section 7.** The presence of a majority of the Directors plus two Officers shall constitute a quorum for the transaction of any business, and the act of the majority of those present at such a meeting shall be the act of the entire Board of Directors. Each member of the Board of Directors, except the President, (who shall vote only in order to break a tie) shall have one vote. An absentee vote may be cast by any member of the Board of Directors if in writing or by telephone conference call, if such vote

pertains to one specific item of business. The absent members' proxy may not be counted for the purpose of obtaining a quorum.

**Section 8.** Whenever a vacancy shall occur on the Board of Directors of the Society, the Executive Committee will fill the vacancy. The new Board member will serve for the unexpired term of his predecessor.

**Section 9.** In the absence of fraud or bad faith, the Board of Directors shall not be personally liable for the debts, obligations or liabilities of the Society.

**Section 10.** Members of the Board of Directors may be reimbursed for travel and lodging expense to attend meetings of the Board, as designated by the Board of Directors. Members of the Board of Directors may also be reimbursed for reasonable out-of-pocket expenses necessarily incurred in pursuing Society business by any Chapter, should that Chapter so desire.

**Section 11.** Each member of the Board of Directors shall endeavor to represent the views and interests of and maintain the fullest possible contact with the chapters in all regions.

**Section 12.** All members of the Board of Directors will have the right to vote at Board of Directors meetings. The President, or in his absence, the Vice President, will vote only when necessary to break a tie.

**Section 13.** Board members will seek at all times to avoid conflict of interest or actions or circumstances that could create the appearance of a conflict of interest. A conflict of interest shall be deemed to exist where a Board member's business connections are such that he could gain financially through the shaping of the affairs of the Society by the Board; by the improper exploitation of his office for the furtherance of his own aims or those of his employer; where he participates in a decision making process despite business, personal or professional interests that might bias or cause that member to pre-judge the issue; or where his influence in the affairs of the Society could be used for his private benefit. A Board member shall disclose any source of income or other financial interest he or his immediate family members have in any entity with which the Society is dealing or considering conducting business, both at the time of election and at any time during his service when the information is relevant to matters under consideration by the Board. If a conflict of interest arises on the part of any Board member, that Board member will not vote or otherwise participate in Board or committee deliberations concerning the transaction that is the subject of the conflict, and will excuse himself from the meeting while the matter is under consideration, unless the remaining Board members or directors request that he participate in the discussion. If the nature of the conflict is irreconcilable with the Board member's continued service to the Society, the Board member may, by vote of a two-thirds majority of the Board, be removed from office for the remainder of the term of that member.

#### **ARTICLE IV. GOVERNING OFFICERS**

**Section 1.** The membership of the Society shall elect the Officers, which Officers shall consist of the President, Vice President, Secretary and Treasurer for a term of one year.

**Section 2.** The President may serve up to two consecutive terms in that office. The Vice President may serve up to two consecutive terms in that office. The Secretary may serve up to four consecutive terms in that office. The Treasurer may serve up to four consecutive terms in that office. No elected person may serve more than ten (10) consecutive years as a director and/or an officer without a break in tenure of at least two years.

**Section 3.** No officer shall receive any compensation from the Society for services performed in his official capacity, but Officers may be reimbursed for reasonable expenses in the performance of official duties upon presentation and verification of such expenses.

**Section 4.** The Executive Committee shall consist of the elected Officers and the Immediate Past President, and two Directors as appointed by the President. Members of the Executive Committee may be reimbursed for travel and lodging expense to attend meetings of the Executive Committee, as designated by the Board of Directors.

**Section 5.** The President shall preside at the regular meetings of the Society or Board of Directors and shall be Chairman of the Executive Committee.

**Section 6.** The Vice President shall assume the duties of the President in his absence or incapacity and shall otherwise assist the President.

**Section 7.** The Secretary shall be responsible for all records and books of account of the Society, and shall record the minutes of all meetings of the Society and the Board of Directors. He shall also conduct the correspondence of the Society and

the Board of Directors and records maintained by the Secretary shall be available at the National Office for inspection by members in good standing at all reasonable times. A copy of the minutes of all meetings of the Board of Directors shall be distributed to each member of the Board of Directors and summaries thereof shall be provided to the Chapter Chairpersons in a timely manner following each meeting.

**Section 8.** The Treasurer shall supervise all accounts and monies of the Society, under the direction of the Board of Directors and shall establish such accounts as shall be designated by the Board of Directors. He shall have charge of all funds of the Society, and shall be responsible for the prompt collection of dues from the membership. All checks shall require at least two signatures. Those authorized to sign checks shall be nominated by resolution of the Board of Directors. A financial report shall be distributed, by publication to the members of the Board of Directors and, upon written request, made available to Chapter Chairpersons on an annual basis. An audit will be performed by an independent auditor at least every two years and at the time a new Treasurer takes office. This audit will include all monies administered by the Society.

**Section 9.** The Immediate Past President shall be a member of the Executive Committee, for a term of one year (unless the newly elected President is later elected for a second term, in which case the term of the Immediate Past President shall be for two years) beginning with the commencement of the term of a new President.

**Section 10.** An Executive Director may be employed and assume the duties and responsibilities as designated by the Board of Directors.

**Section 11.** Any officer or director who has accumulated two or more absences from duly-noticed meetings of the Board of Directors and/or of the Executive Committee during a single term of office may be removed upon two-thirds vote of all current members of the Board of Directors, with the exception of the vote of the person proposed to be removed.

## **ARTICLE V. DUES**

**Section 1.** The annual dues shall be established by the elected Board of Directors.

- (a) Annual dues shall be payable in advance and shall become due and payable on the 1st day of April each and every year.
- (b) A bill for annual dues plus a membership card shall be mailed to each Member thirty days before due date.
- (c) New Members shall receive a diploma-type membership certificate to indicate their grade of Membership and year of joining the Society. Charter Membership shall be so indicated upon membership certificates. Members who have been upgraded shall receive a new diploma-type certificate to indicate their new grade and year of achievement.
- (d) When a Member's dues are one month in arrears, a final notice shall be mailed by the National office. When a Member's dues are three months in arrears, his membership shall be suspended.
- (e) Reinstatement and Resignation shall be handled upon a basis to be determined by the Board of Directors.
- (f) Military Service: Any Member entering Military Service shall have his dues placed in abeyance, with no further payments necessary until his release from Military Service.
- (g) The dues of an individual member, other than a student or associate member, may be placed in abeyance, with no further payments necessary during a fixed period of time upon a written showing of financial or other hardship satisfactory to the Membership Committee of the Board of Directors.

**Section 2.** The amount of rebate of dues collected from Members to local and regional chapters shall be determined by action of the Board of Directors and remitted to these chapters.

**Section 3.** Assessments upon Members shall be made only upon resolution of the Board of Directors and approval by a Majority vote of the eligible membership.

**Section 4.** Members holding the Life membership class of membership are exempt from payment of dues.

## **ARTICLE VI. COMMITTEES**

**Section 1.** The Executive Committee shall act on behalf of the Board between Meetings of the Board of Directors. Its actions shall be those of the Corporation and binding upon it, unless overruled by vote of the full Board of Directors. The Committee shall be responsible for the execution of policy established by the Board of Directors, and shall provide policy guidance to the President, Executive Director and staff.

**Section 2.** The following Committees may be appointed by the President with consent and approval of the Board. The chairman of each committee shall be a Regular, Senior, or Life Member, and all officers shall be members ex officio of each committee. Appointees to the committees must be members of the Society.

- |                   |  |
|-------------------|--|
| (a) Nominations   | (f) Government Relations                             |
| (b) Membership    | (g) Frequency Coordination                           |
| (c) Finance       | (h) Chapter Liaison                                  |
| (d) Certification | (i) Education  |
| (e) Fellowship    | (j) Such other committees as may be deemed necessary |

**Section 3.** The duties of these committees shall be defined by the Board of Directors.

## **ARTICLE VII. ORDER OF BUSINESS**

**Section 1.** At each annual meeting of the Society, the general order of business shall be as follows:

- Remarks or address of the President
- Report of the Secretary
- Report of the Treasurer
- Reports of Committees
- Results of Elections
- Unfinished Business
- New Business

**Section 2.** Roberts' Rules of Order, to establish procedure and ensure decorum, shall govern all meetings of the Society and its subdivisions.

## **ARTICLE VIII. NOMINATIONS AND ELECTIONS**

**Section 1.** Nominations.

- (a) A nominating committee shall be appointed by the Board consisting of at least three members. At least sixty (60) days prior to the date fixed for the election of Officers, they shall nominate a slate of Officers and notify each member of such nominations by mail or by notice in a regular Society publication which is distributed to all members. The proposed slate of Officers will be sent to all Chapter Chairpersons not less than sixty (60) days prior to the election date, with a request for additional nominations. All candidates for officer or director, whether proposed by the Nominations Committee or nominated by a voting member, shall meet the candidacy requirements no later than forty-five (45) days prior to the election date.
- (b) Any voting member in good standing, by letter to the Secretary, not less than forty-five (45) days prior to the election date, may propose and nominate a candidate, and the name of any eligible candidate so proposed by ten (10) members or more shall be entered on the ballot.
- (c) The attendance and voting records of Board of Directors members or other elected officers who are nominated to re-election shall be published and mailed to every voting member at least thirty days prior to the election date.

**Section 2.** Elections shall be by mail Ballot that shall be mailed to every voting Member in good standing at least thirty days prior to election date. The votes shall be canvassed by a Board of Tellers, consisting of not less than five Members in good standing appointed by the Board of Directors.

The results of the Election shall be reported by the Chairman of the Board of Tellers to the President within ten (10) days of the date of the election. The President shall then report the results to the Secretary, who shall notify the membership.

## **ARTICLE IX. AMENDMENTS**

**Section 1.** Proposals for amendment of these By-Laws may be made as follows: By written resolution signed by at least 25 voting members of the Society in good standing; by motion of any three Directors, or of the Executive Committee, or of any officer of the Society, at any regularly scheduled meeting of the Board. Such resolutions and motions shall be submitted to counsel for approval as to legality. Thereafter, such proposed amendments will become effective after two-thirds vote of the entire Board of Directors. Such Board vote shall be taken on such proposed amendments within 180 days of the submission of the resolution or motion to the Board.

The by-laws may also be amended by a majority vote of the membership at large. A full membership vote shall be held within 120 days following the first board of directors meeting after 5% of all chapter chairpersons, representing the majority of their chapter members in good standing, submit a proposed amendment, addition or deletion, and petition for a full membership vote. The board of directors shall then have the option of voting on the proposed amendments, and if affirmed, in their entirety, render the full membership vote unnecessary. The SBE counsel shall be available to assist chapters with any such proposed amendment.

**Section 2.** Copies of the amended bylaws shall be distributed by mail or published in a Society publication that is distributed to all members in good standing within 60 days after passage and enactment.

#### **ARTICLE X. REGIONAL, LOCAL, CHAPTER CONSTITUTIONS**

**Section 1.** Subdivisions of the Society shall be governed by the By-Laws substantially in form and agreement with these By-Laws as set forth in the provisions of the Operating Guide for Chapters.

**Section 2.** The By-Laws of such subdivisions of the Society are required and shall be approved by the Executive Director and General Counsel of the Society before authorization to establish the chapter is deemed granted by the Board of Directors.

**Section 3.** The Executive Committee and the Board of Directors shall have the power to make changes from time to time in the Operating Guide for Chapters as serve the best interests of the Society.

#### **ARTICLE XI. ASSETS AND FUNDS**

**Section 1.** No Member, Director, Officer, or employee of the Society shall have any title, rights, or interest in any of the assets and funds of the Society, all assets and funds of the Society shall be held exclusively by the Society.

# CHAPTER STRUCTURE

## **4. Chapter Officers**

Each chapter is required to have a minimum of three officers: Chairman, Vice Chairman and Secretary/Treasurer. Options may include separate Secretary and Treasurer, Auditor, Program Chairman and Certification Chairman. Other appointed chairmen could include Website, Newsletter, Frequency Coordination, Membership, State or Local Broadcast Management Association Liaison, and Professional Liaison with other organizations such as SMPTE and AES.

Local chapter by-laws should include a brief description of the duties and responsibilities of each office - elected and appointed. The following is a guide that can be used:

The Chairman shall preside at all meetings.

The Vice Chairman shall preside at meetings in the Chairman's absence.

The Secretary shall distribute meeting notices to members, send meeting reports and attendance records to the National Office after EACH meeting, send the chapter's annual election report to the National Office, and furnish other reports as requested by the National Office from time to time.

The Treasurer shall be responsible for all chapter funds. A checking account shall be maintained. Requiring checks to be signed by two officers is recommended.

The Program Chairman shall be responsible for arranging timely and informative meeting programs.

Auditors should audit the chapter financial records at least every two years and when a new Treasurer assumes office.

A vacancy in elected office can be filled by either appointment by the Chairman or by special election following notification of the members through the meeting notice. The procedure should be part of the local by-laws. (A sample of chapter by-laws is included in the Appendix D.)

Some chapters use an Executive Committee to facilitate the planning process. The Committee meets several times a year to develop programs and evaluate chapter activities. The Executive Committee is normally composed of the elected officers and the most recent past president and should be stipulated in the Chapter by-laws.

## **5. Chapter Responsibilities**

After authorization for the establishment of a chapter of the SBE is received, the chapter agrees to accept responsibility for operation of its affairs and activities in substantial compliance and agreement with the purposes of the SBE (Art. I, Sec. 2 By-Laws). The chapter agrees to comply with the terms and agreements of this SBE Chapter Manual as amended from time to time by the Board of Directors, which contains the rules, regulations and the ethical code for the administration of chapter affairs and conduct, and to cooperate in the administration of the SBE Program of Certification (a copy of which is incorporated herein by reference), and other programs instituted by the SBE from time to time.

The chapter agrees not to institute or participate in any state or national legislative activity without the consent of SBE first being obtained; and further agrees not to participate in public relations or other activities that are at variance with the purposes of SBE.

The chapter agrees to hold a minimum of five (5) regular meetings or activities each calendar year to further the purpose of the Society and for the benefit of its members.

The chapter agrees to pay any assessments or debts owed to SBE.

In general, the chapter agrees to conduct its activities and business affairs in a businesslike and ethical manner.

## **6. Elections**

At a regular time and interval established by the chapter, each chapter shall elect the following officers annually:

Chairman  
Vice Chairman  
Secretary  
Treasurer or  
Secretary/Treasurer

and certify such officers' names, addresses, email addresses and telephone numbers to the SBE National Office within seven days after the election. Use form “**Annual Election Summary**,” Appendix E-2.

Any voting member in good standing can be nominated for any chapter office. The terms of office of the Chairman, Vice Chairman, Secretary and Treasurer or Secretary/Treasurer shall be for one year. No officer may serve more than two consecutive one-year terms in the same office.

The Chapter Chairman shall appoint a Certification Chairman. There is no term limit for the Chapter Certification Chairman.

## **7. Membership**

The strength of the SBE is in the chapters and the strength of the chapters is in the membership.

Each chapter is encouraged to appoint a Membership Chairman. The responsibility of the Chairman is to develop an on-going program of recruiting new members and retaining existing members. The following are suggested methods that have been used successfully by some chapters: Always have membership applications available at meetings. Put them out where people can see them. The National Office can supply a list of former members on request. An email or letter can be sent to each person on the list or personal contact can be made by telephone call. Expand the chapter mailing list to include all radio and television stations, colleges and universities, cable, satellite, video and audio production, government agencies, utilities, telephone company, and other professional organizations. All are potential sources for members or associate members. The most successful method remains the personal invitation.

A special award will be presented at the SBE Annual Meeting to the chapter with the largest percentage of membership increase during the previous year.

## **8. Meetings**

Good meetings and enthusiastic members are key ingredients of a successful chapter. The larger the membership attendance at meetings, the easier it is to get good programs. Ideas for program topics are available on the SBE National website. SBE members, vendors and other professional societies are also good resources for program ideas.

A minimum of five (5) meetings per year is required in order to maintain chapter status. The **Chapter Meeting Report** (Appendix E-3) and **Chapter Meeting Attendance Record** (Appendix E-4) must be sent to the National Office within a reasonable length of time after the meeting. Five reported meetings and attendance reports automatically make the chapter eligible for the annual rebate. Information about previous chapter meetings, which appear in chapter newsletters, can be substituted for the meeting and attendance reports for rebate qualification purposes. A lack of meeting notice reports alerts the National Office of potential problems in the chapter.

There are as many variations of meetings as there are chapters. Experience indicates that a fixed day, time and location generally attracts the most members, but be creative and include meetings at media, sports, government and other facilities that will be of interest to members. Special educational programs, such as Ennes Workshops and SBE Technical Presenters are also encouraged as well as social events such as chapter picnics and holiday parties.

Meeting notices should stimulate the members with background information on the speaker along with a brief description of program content. A national award will be presented at the SBE Annual Meeting to the chapter with the best website and newsletter. Both format and content will be judged. Meeting notices/newsletters are to be provided to the National Office. The editor of the SBE's member publication, *The Signal*, may use information from chapter publications, with permission, for publication in a future issue. It is recommended that chapter meeting notices be sent to area stations and other facilities that have broadcast or other media technical employees.

## **9. Reports**

Chapter shall send meeting reports and attendance records (Appendix E-3 and Appendix E-4) to the National Office of SBE after each meeting, and annually, the Chapter Election Summary (Appendix E-2), and furnish other reports as requested by the SBE National Office from time to time.

The chapter agrees to maintain adequate books and records to reflect its financial activities and condition and, from time to time as requested, to furnish copies of its financial statements to the National Office.

## **10. SBE Dues**

Collection of SBE National dues is a function of the SBE National Office. The local chapters are not expected to participate in this dues-collection process. However, Chapter officers are asked to remind and encourage members to renew their membership.

## **11. Rebates to Chapters**

SBE provides grants and rebates to Chapters to help defray the expenses of a local chapter and encourage development and maintenance of membership, as well as the formation of new chapters where none exist.

For new chapters, an “Initial Grant” of \$100 is paid to the chapter upon approval of the application filed after the third meeting of SBE members applying for Chapter status and qualifying for same, provided that the chapter has established a checking account. A minimum of ten (10) voting SBE members is required to establish a Chapter.

Each year, an “Annual Rebate” in the amount of 15% of the SBE dues paid by the members belonging to the chapter, will be issued to qualifying chapters. The rebate is based on the number of Regular, Senior, Fellow and Associate members (those members who pay the full member dues rate) of the chapter as of December 31 of the previous year. To qualify for a rebate, a chapter must conduct at least five meetings during the calendar year and provide meeting reports and attendance records of those meetings to the National Office.

The procedure for rebates and the time of payment are determined and directed by the SBE Board of Directors.

## **12. Chapter Finances**

Additional money for the chapter treasury, above and beyond the SBE rebates, may be raised by any lawful means. Chapters may elect to hold dinners, picnics, rummage sales (such as electronic equipment), raffles (where legal), or other functions in keeping with good taste and ethics. Check your local and state laws first for any restrictions.

Chapters may charge chapter membership dues or establish a volunteer system of contributions, which shall be administered solely by the Chapter. Chapters may issue receipts for such chapter membership dues or contributions but shall not issue “membership” cards.

Chapters wishing to publish a website or newsletter may wish to defray its cost through the sale of institutional advertising. Care should be exercised to insure that it is in keeping with good taste and contributes to the dignity of the website or publication. A copy of all chapter print and electronic publications shall be furnished, when published, to the SBE National Office. Any published material may be used by the SBE for republication and credit to the original publication and/or author will be provided.

## **13. Use of Copyrighted Material**

Chapters are cautioned to ensure that permission is received from the owner to use copyrighted white papers, diagrams, photos, audio recordings or other creative works, before they are posted or published on the chapter’s website, in its newsletter or other chapter communications available to members or the public. Copyrighted material generally must not be used without expressed permission provided by the owner of the work. Material found on the internet without a copyright notice does not indicate that it can be used without permission. *If in doubt, don’t use it!*

## **14. Revocation of Chapter Authorization**

Local SBE chapter status may be revoked by the Board of Directors of SBE for serious and/or continued operation of the chapter in a manner contrary to the SBE By-Laws or this Chapter Manual. Reasons for revocation of chapter status may include, but are not limited to, the following: failure to maintain a minimum of ten (10) members, failure to hold and report a minimum of five (5) regular meetings or activities, failure to hold and report an annual election or failure to maintain fiscal responsibility. Revocation of the local chapter’s status shall not revoke the membership of the individual members who were involved in the SBE chapter.

Upon such revocation, the chapter and each of its members agree to cease functioning as a chapter, immediately terminating the use of the SBE name, logos and trademarks as, or for, such chapter purposes.

# PROGRAM OF CERTIFICATION

The Certification Program is a service of SBE contributing to the advancement of broadcast engineering for the general benefit of the entire broadcast industry.

## **15. PROGRAM OBJECTIVES**

- ◆ To raise the status of broadcast engineers by providing standards of professional competence in the practice of broadcast engineering and related technologies.
- ◆ To recognize those individuals who, by fulfilling the requirements of knowledge, experience, responsibility and conduct, meet those standards of professional competence.
- ◆ To encourage broadcast engineers to continue their professional development.

## **16. ELIGIBILITY**

To be eligible for Certification, you must have a strong interest in the design, operation, maintenance or administration of the day-to-day problems and achievements associated with the operation of a broadcast facility or related technology. You must also meet the specific eligibility requirements of the desired certification level. The SBE broadcast engineer certificate is not a license; it is a document that recognizes professional competence by peers in a professional, independent organization. Certification is for individuals only and may not be used to imply that an organization or firm is certified.

## **17. CERTIFICATION AND SBE MEMBERSHIP**

While membership in SBE is not a requirement of the Certification Program, because SBE members share in the overhead cost of all SBE activities, non-member certification fees are higher.

Non-members who certify are eligible to receive membership in SBE through April 1 of the following year. We hope you take advantage of this proposal. It is our hope that you will like what SBE has to offer and will want to continue your membership and support of your Society.

## **18. ADMINISTRATION**

Responsibility for administering the Certification Program rests with a National Certification Committee appointed by the SBE president with the approval of the SBE Board of Directors, members of which must be SBE certified. Qualifications of each candidate for certification will be judged by the National Certification Committee. Criteria for the examinations shall also be determined by the National Certification Committee.

A certification director will be responsible for carrying out the details of the program. The certification director will serve on the committee as an advisor but will have no vote. This person will attend all meetings, keep the minutes of those meetings and prepare regular reports to the SBE Board of Directors.

Examinations will be administered through local chapters under the supervision of proctors approved by the National Certification Committee. Where no chapters exist, the National Certification Committee will arrange for suitable testing procedures. These proctors will be SBE officers, chapter officers, educators or other responsible persons.

## **19. CERTIFICATION FEES**

Fees to cover administrative costs are non-refundable. "No Shows" will be assessed the same rescheduling fee as "Retakes" for future exams. Check with the SBE National Office or see the enclosed cover letter for the most current fee structure.

## **20. CERTIFICATION PREPARATION**

There are two resources SBE offers to help you in preparing for a certification exam.

The SBE National Certification Committee has created sample test software for the SBE certification examinations. **SBE CertPreview** comes on a CD-ROM and operates in Windows. Each sample test contains 100 to 150 questions typical of those found on an actual exam. Correct answers move you to the next question; wrong answers stop to give you the right answer. See Form E for a list of certification levels covered by CertPreview, or to purchase a copy of the software.

The SBE National Certification Committee maintains lists of **suggested references**. Certification exams are not specifically based on these materials; however, they may be useful in studying for the engineering and broadcast networking exams. A list of these references can be found at [www.sbe.org/cert\\_exam\\_prep.php](http://www.sbe.org/cert_exam_prep.php) on the SBE website, or you may contact the SBE National Office.

## **21. CERTIFICATION CLASSIFICATIONS**

There are six (6) classes of engineering certifications, two (2) operator certifications and one (1) broadcast networking certification – each to be valid for a period of five (5) years. There are also two (2) specialist certifications to establish a benchmark of individual strengths for those already certified at specific certification levels.

Certified Radio Operator .....	CRO
Certified Television Operator .....	CTO
Certified Broadcast Technologist.....	CBT
Certified Broadcast Networking Technologist.....	CBNT
Certified Audio Engineer.....	CEA
Certified Video Engineer .....	CEV
Certified Broadcast Radio Engineer.....	CBRE
Certified Broadcast Television Engineer.....	CBTE
Certified Senior Broadcast Radio Engineer.....	CSRE
Certified Senior Broadcast Television Engineer.....	CSTE
Certified Professional Broadcast Engineer .....	CPBE

- Certified 8-VSB Specialist..... 8-VSB
- Certified AM Directional Specialist.....AMD

### **Certified Radio Operator (CRO) or Certified Television Operator (CTO)**

Because **Certified Radio Operator** and **Certified Television Operator** are operator certifications (rather than engineering certifications), they are administered in a unique way, through the study of a certification handbook and completion of a test based on that material.

SBE Certification is not an FCC requirement. Nevertheless, it is evidence of an individual's qualifications to serve as an operator at a broadcast station and will certainly be useful when seeking employment or advancement. Each radio and television station has its own policies and procedures, and many have a written station manual. However, the FCC Rules and basic operator procedures apply to all stations. The Certification Handbook for Radio Operators and the Television Operator's Certification Handbook fill the needs of broadcast stations and operators today.

The SBE Radio and Television Operator Certifications are a great way to demonstrate to a prospective employer that you have acquired the basic knowledge to operate a radio or television station and comply with FCC Rules and Regulations. SBE member engineers are encouraged to help promising newcomers by giving advice and directions.

#### ***Certification Handbook for Radio Operators***

Years ago, the FCC required all announcers to hold a Third-class License and later a Restricted Operator's Permit. The SBE now offers a radio operator certification examination that covers much of the same information that the Third-class License covered and provides a benchmark standard to gauge an individual's proficiency in station operations. This handbook helps operators learn more about the broadcasting business from the technical and business side. While it is designed for individuals just getting started in radio, the information is useful to anyone who pulls a shift behind the console.

The book covers FCC rules, technical layout at a typical station and station operations. Topics include audio mixing consoles, microphones, computerized recording systems, telephone-interface equipment, audio patching and routing, equalizers, headphones, transmitter remote control systems, audio processors, satellite systems and program-audio delay equipment as well as the general responsibilities of a radio operator. In addition, an overview of station management structure and professional

etiquette is presented. Other chapters cover station logs, the Emergency Alert System (EAS), safety requirements and operational procedures for trouble situations.

### **Television Operator's Certification Handbook, 6th Ed.**

The SBE National Certification Committee, in cooperation with the Ennes Educational Foundation Trust, developed the Television Operator Certification along with this handbook to target the entry-level, non-technical pool of applicants that fill master control positions in today's television marketplace. It also provides a good first step for those interested in pursuing a technical career in broadcast engineering.

There was once a requirement that television operators hold a First Class FCC license. This provided employers with an indication that the applicant had demonstrated enough technical knowledge to pass elements one through four of a federal government exam. In 1994, SBE developed the Television Operator Certification to assist employers in evaluating applicants. Many stations now make certification a requirement for employment for their operators.

The sixth edition, updated in 2005, reflects the latest technology and broadcast practices, including video file servers, automation and centralized or "Hub" broadcasting. There is updated information on the Emergency Alert System (EAS). Other topics include: operating the station, keeping the log, tower lights, staying on the air, legal requirements, television signal fundamentals, closed captioning, FCC issues and more.

This handbook assumes a basic familiarity with television station equipment and operations and provides most of the general information necessary for television operators. Readers may be working operators wishing to certify their skills and knowledge. Others may wish to become a television operator as their entry into the world of broadcasting. Your interest may lie in the creative side of television production, and the position of master control operator can open the door to that goal. There is a sample test at the end of the handbook that closely reflects the material covered in the actual test.

## **PROCEDURES**

You may order these handbooks on the SBE website ([www.sbe.org](http://www.sbe.org)). Once you have completed studying a handbook, you may fill in the application for certification included in the back of the handbook. You have one year from the purchase date of the handbook to take the exam, and your deadline will be clearly stamped on the application. These exams are given by a special designated proctor or a local SBE chapter. Membership in the SBE is not required for operator certification. The cost of certification testing is included in the price of the handbook.

**The Certified Radio or Television Operator Exam:** Exams consist of 50 multiple-choice questions based entirely on the material in the handbooks. Each exam is computer-selected from a pool of questions, and every exam is unique. The exam questions cover essentially the same material as the questions in the sample exam found in the back of each handbook.

## **Certified Broadcast Technologist (CBT)**

The **Certified Broadcast Technologist** certification can be obtained by meeting one of the following requirements:

- a. By achieving a passing grade on the proficiency examination. There is no experience requirement to be eligible for the examination.
- b. By holding a valid General Class license with either two (2) years of continuous satisfactory service in broadcast engineering or related technology prior to the date of application, or a total of three (3) out of the last five (5) years of satisfactory service in broadcast engineering or related technology. (The service record on the back of the FCC General Class license must show no record of discharge for unsatisfactory service or for unlawful activity.)
- c. By holding a valid FCC Amateur Extra Class license who meet the above service requirement.
- d. By holding a valid license equivalent to one of the FCC licenses listed above, who meet the service requirement.  
(NOTE: This provision is for those who live in areas that do not operate under the rules and regulations of the FCC.)

**The Certified Broadcast Technologist Exam:** Exams consist of 50 multiple-choice questions relating to either AM/FM or TV. Each exam is computer-selected from a pool of questions, and every exam is unique. Each correct answer will be worth two (2) points. The Broadcast Technologist multiple choice examination will consist of questions on:

- ◆ **electronic fundamentals**
- ◆ **FCC rules pertaining to operating tolerances**
- ◆ **safety**

## Certified Broadcast Networking Technologist (CBNT)

This certification is designed for persons who wish to demonstrate a basic familiarity with networking hardware as utilized in business and audio/video applications in broadcast facilities. The **Certified Broadcast Networking Technologist** certification can be obtained by meeting one of the following requirements:

- a. By achieving a passing grade on the proficiency examination. There is no experience requirement to be eligible for the examination other than current employment in broadcast engineering or related technology.

**The Certified Broadcast Networking Technologist Exam:** The exam consists of 50 multiple-choice questions relating to radio and television broadcast station internal network installation and operation. The examination is not software-specific and is designed to place an emphasis on the hardware and installation issues common to all platforms. Each exam is computer-selected from a pool of questions, and every exam is unique. Each correct answer will be worth two (2) points. The Broadcast Networking Technologist exam will consist of questions on:

- ◆ **Network topologies and layouts**
- ◆ **Common network protocols**
- ◆ **Wiring standards and practices**
- ◆ **Maintenance, troubleshooting and connectivity issues**
- ◆ **Challenges unique to broadcast-based networks**

## Certified Audio Engineer (CEA) or Certified Video Engineer (CEV)

The candidate for **Certified Audio Engineer** or **Certified Video Engineer** must have five (5) years of suitable experience in audio/video engineering or related technology and must achieve a passing grade on the proficiency examination.

Substitution of broadcast engineering, or education in related technologies, for experience may be made as follows:

- a. A state registered Professional Engineer's license will count as four (4) years experience for all levels of certification.
- b. A Bachelor Degree will count as four (4) years experience.
- c. An Associate Degree will count as two (2) years experience.
- d. Years of related accredited education, i.e., military, correspondence, etc. can be substituted, year for year, up to four (4) years.
- e. Applicant will not receive dual credit for concurrent years of experience and education.

**The Certified Audio or Certified Video Engineer Exam:** Exams consist of 50 multiple-choice questions relating to either audio or video, covering the equivalent of five (5) years experience. Each exam is computer-selected from a pool of questions, and every exam is unique. Each correct answer will be worth two (2) points. The Audio/Video Engineer multiple choice examination will consist of questions on:

- ◆ **operating practices**
- ◆ **problems**
- ◆ **theory**
- ◆ **safety**

## Certified Broadcast Radio Engineer (CBRE) or Certified Broadcast Television Engineer (CBTE)

The candidate for **Certified Broadcast Radio Engineer** or **Certified Broadcast Television Engineer** must have five (5) years of suitable experience in broadcast engineering or related technology and must achieve a passing grade on the proficiency examination.

Substitution of broadcast engineering, or education in related technologies, for experience may be made as follows:

- a. A state registered Professional Engineer's license will count as four (4) years experience for all levels of certification.
- b. A Bachelor Degree will count as four (4) years experience.
- c. An Associate Degree will count as two (2) years experience.
- d. Years of related accredited education, i.e., military, correspondence, etc. can be substituted, year for year, up to four (4) years.
- e. Applicant will not receive dual credit for concurrent years of experience and education.

**The Certified Broadcast Engineer Exam:** Exams consist of 50 multiple-choice questions relating to either AM/FM or TV, covering the equivalent of five (5) years experience. Each exam is computer-selected from a pool of questions, and every

exam is unique. Each correct answer will be worth two (2) points. The Broadcast Engineer multiple choice examination will consist of questions on:

- ◆ safety
- ◆ problems
- ◆ operating practices
- ◆ theory

**NOTE:** The Certified Broadcast Engineer certificate will carry space for a special designation in either AM/FM or TV. The candidate may take the Broadcast Engineer examination by meeting the experience requirement either in AM/FM or TV or in both fields of specialization. Satisfactory passing of one or more of these classes will permit the person to attach the respective designation(s) to the certificate. Designations will be by examination only.

## **Certified Senior Broadcast Radio Engineer (CSRE) or Certified Senior Broadcast Television Engineer (CSTE)**

The candidate for **Certified Senior Broadcast Radio Engineer** or **Certified Senior Broadcast Television Engineer** must have 10 years of responsible broadcast engineering or related technology experience and must achieve a passing grade on the proficiency examination.

Substitution of broadcast engineering, or education in related technologies, for experience may be made in the qualifications as follows:

- a. A state registered Professional Engineer's license will count as four (4) years experience for all levels of certification.
- b. A Bachelor Degree will count as four (4) years experience.
- c. An Associate Degree will count as two (2) years experience.
- d. Years of related accredited education, i.e., military, correspondence, etc. can be substituted, year for year, up to four (4) years.
- e. Applicant will not receive dual credit for years of experience and education which are concurrent.

**The Certified Senior Broadcast Engineer Exam:** Exams consist of 50 multiple-choice questions relating to either AM/FM or TV, covering the equivalent of 10 years experience at a responsible level. Each exam is computer-selected from a pool of questions, and every exam is unique. Each question is worth two (2) points. One essay-type question will be selected for each designation. Each essay question is worth 20 points. The Senior Broadcast Engineer multiple-choice examination will consist of questions on:

- ◆ operating practices
- ◆ safety
- ◆ theory
- ◆ problems
- ◆ supervision and management

**NOTE:** The Certified Senior Broadcast Engineer certificate will carry space for a special designation in either AM/FM or TV. The candidate may take the Senior Broadcast Engineer examination by meeting the experience requirement either in AM/FM or TV or in both fields of specialization. Satisfactory passing of one or more of these classes will permit the person to attach the respective designation(s) to the certificate. Designations will be by examination only.

## **Certified Professional Broadcast Engineer (CPBE)**

The candidate for **Certified Professional Broadcast Engineer** must have at least 20 years of professional broadcast engineering or related technologies experience in radio and/or television, exclusive of any educational credit. Because the CPBE requires 20 years of professional experience in broadcast engineering, educational credits will not be counted toward that total. CPBE candidates must verify 20 years of compensated professional experience excluding educational credits. The candidate must presently be certified on the Senior Broadcast Engineer level unless registered as a State Professional Electrical Engineer.

The candidate must submit evidence satisfactory to the Committee that he or she has the appropriate engineering background, experience and training. The candidate must demonstrate a degree of knowledge and participation in one or more of (but not limited to) the following:

- a. Maintenance
- b. Systems Design
- c. Management or Supervision
- d. Continuing Education

A state registered Professional Engineer's license will count as four (4) years. However, if you are a state registered Professional Electrical Engineer and meet the 20 years of service in broadcast or related technology, you may obtain Professional Broadcast Engineer Certification without taking a test.

The candidate must have three (3) letters of reference. Two (2) must be from Certified Professional Broadcast Engineers, Certified Senior Broadcast Engineers or State Registered Professional Engineers. At least one letter of reference must be from a person who has supervised his/her work. This person does not necessarily have to be certified; however, if he or she is certified at one of the above-mentioned levels, that reference will be counted as two (2) letters. The required letters of reference, written specifically for the 20-year certification level, must accompany the application. In addition to the completed application form, a resume attached to the application is most helpful to the National Certification Committee in reviewing the application. You must also submit a statement showing why you believe your professional experience, educational background and training qualifies you for certification under this provision of the Certification Program.

The review procedure for Professional Broadcast Engineer certification will be the same as that used for recertification. The application for CPBE will be reviewed by the SBE Local Chapter Certification Committee before final evaluation by the National Certification Committee.

## Specialist Certifications

To establish a benchmark of individual strengths, the National Certification Committee created the concept of Specialist Certifications. To apply for a specialist certification, you must currently hold certification on the Broadcast Engineer, Senior Broadcast Engineer or Professional Broadcast Engineer Certification level. Exams consist of 50 multiple-choice questions. One essay-type question will be selected for each designation. Each essay question is worth 20 points. To obtain an application for a specialist certification, go to [www.sbe.org/Specialist\\_Cert.php](http://www.sbe.org/Specialist_Cert.php) on the SBE website or contact the SBE National Office.

### Certified 8-VSB Specialist

The SBE Program of Certification designed the 8-VSB Specialist Certification to help evaluate an individual's ability to perform the necessary tasks to keep facilities operating properly. The exam will cover these areas of competency: transport stream, audio (AC-3), video (MPEG-2), PSIP, DTV standards documents and transmission systems.

### Certified AM Directional Specialist

The SBE Program of Certification designed the AM Directional Specialist Certification to help evaluate an individual's ability to perform the necessary tasks to keep facilities operating properly. AM radio stations can operate as non-directional with a single tower or directional using more than one tower. While both require knowledge and skill to maintain in proper working order, the directional antenna system involves a higher degree of skill and understanding of RF theory.

The exam will cover the operation, maintenance and repair of a directional antenna system. These are the tasks common to the station engineer charged with maintaining these systems. The exam will also gauge a person's knowledge of AM radiators, understanding of the principles of phase addition and cancellation, familiarity with the various components used in a directional antenna system, and ability to correctly make necessary measurements and take proper procedures to make repairs and adjustments to the system. In addition, the exam will cover the FCC rules concerning directional operation, test equipment and safety procedures.

Inquiries should be made to the attention of:

Certification Department  
Society of Broadcast Engineers  
9102 North Meridian Street, Suite 150  
Indianapolis, IN 46260

Phone: (317) 846-9000

## **22. CERTIFICATION APPLICATION PROCEDURES**

1. Application forms may be obtained from the Certification Director or the local chapter Certification Chairman. The completed form, with proper fee, may be filed with the Certification Director at any time.
2. After the certification director has determined the application is in order and the prerequisites have been verified, the application will be submitted to the National Certification Committee for action.
3. The Committee will review the application to determine the examination level for which the applicant is eligible. Those who are judged eligible will be notified of dates, places and times that examinations will be given.

The locations and dates for examinations will be determined by the National Certification Committee. Locations will normally be at a local chapter, college, university, technical school, or other suitable place as designated by the chairman of the Certification Committee.

If a candidate needs exam adaptations or accommodations because of a disability, if the candidate has emergency medical information to discuss, or if the candidate needs special arrangements in the event the testing building must be evacuated, please include information with the application so appropriate facilities can be provided.

4. Because of the diversity of candidates' experience, the examinations will contain a suitable choice of questions that are computer-selected from a file of several hundred questions relating to AM, FM and/or TV broadcast engineering. (More details on the examination process are discussed in the next section, Taking the Test.)
5. The results of the examination will be scored by computer and recorded on the candidate's application form by the certification director. The Certified Senior Broadcast Engineer and Certified Specialist essay questions will be graded by the National Certification Committee.
6. Candidates who qualify for certification will be notified by the certification director, and their names will be printed in *The Signal*, SBE's bimonthly newsletter.

If the candidate fails the examination, he or she may retake it one additional time at the next scheduled testing period by paying a rescheduling fee. Further attempts require submission of a new certification application.

Decisions may be appealed to the Certification Committee with any additional information the candidate wishes the Committee to consider. A second appeal may be made to the SBE Board of Directors.

7. The National Certification Committee will report the activities of the Committee to the Board of Directors at each scheduled meeting.

**All details of an applicant's request for Certification will be kept confidential. The Society of Broadcast Engineers will not disclose the names of those who fail.**

## **23. TAKING THE TEST**

1. Multiple choice questions are used, even for problems requiring calculations. Only in a portion of the Senior Broadcast Engineer and Specialist exams are there essay-type questions.
2. Candidates will NOT be allowed to use notes, old exams or other study materials. Standard reference texts and tables and calculators will be allowed, but not computers. Essay questions are closed book.
3. Scratch paper may be used but must be re-sealed with the exam. Only blank paper may be taken from the examination room.
4. The examinations are designed to be representative of the "real world" of broadcast engineering. Therefore, emphasis is placed on the ability to solve problems rather than on the memorization of answers.
5. Each examination must be completed within three (3) hours.
6. Each examination will be identified with the name of the candidate and will be handled in specially sealed envelopes.
7. Each candidate will be required to sign a statement that he/she will not divulge the contents of any questions contained in his/her examination.
8. **Numerical scores will NOT be reported. Candidates will be notified ONLY of pass/fail results.**

## **24. MAINTENANCE OF CERTIFICATION**

SBE Certification is valid for a period of five years. Applications for recertification will be accepted six (6) months prior to the expiration date on your certificate. Certification can be renewed the following ways:

◆ **Recertification for Certified Radio Operator and Certified Television Operator:**

At the end of the five (5) year period, the Radio and Television Operator certifications can be renewed by meeting the service requirement as verified by your supervisor, or you may upgrade your certification to a higher level by passing an examination and meeting the appropriate service requirements.

◆ **Recertification for Certified Broadcast Technologist:**

At the end of the five (5) year period, the Broadcast Technologist certification can be renewed by meeting the service requirement of continuous employment in broadcast or broadcast related industry for three (3) of the past five (5) years preceding the renewal application, or you may upgrade your certification to a higher level by passing an examination and meeting the appropriate service requirements.

◆ **Recertification for Certified Broadcast Networking Technologist, Certified Audio Engineer, Certified Video Engineer, Certified Broadcast Radio Engineer, Certified Broadcast Television Engineer, Certified Senior Broadcast Radio Engineer, Certified Senior Broadcast Television Engineer and Certified Professional Broadcast Engineer:**

The continuing education of broadcast engineers is necessary to remain current with state-of-the-art technology. To ensure that each Certified Broadcast Engineer maintains technical competence, he or she must participate in the “Maintenance of Certification” program. He or she may do this by accumulating the required professional credits every five (5) years or by examination.

◆ **Recertification for Certified 8-VSB Specialist and Certified AM Directional Specialist:**

Specialist Certifications are renewable with their host certifications for a modest fee. When applying for recertification of the host certification, simply indicate your desire to recertify your specialist certification and include the additional fee; no other action is required.

## **PROFESSIONAL CREDITS**

A specific number of professional credits are required to maintain certification under each Certification level:

<b>CERTIFICATION LEVEL</b>	<b>CREDITS REQUIRED</b>
Broadcast Networking Technologist (CBNT).....	<b>20</b>
Audio or Video Engineer (CEA or CEV).....	<b>20</b>
Broadcast Radio or Television Engineer (CBRE or CBTE).....	<b>20</b>
Senior Broadcast Radio or Television Engineer (CSRE or CSTE) .....	<b>25</b>
Professional Broadcast Engineer (CPBE) .....	<b>30</b>

The credit values for each of the activities and the total professional credits required for recertification are based on guidelines of the Commission on Certification and recertification requirements of other professional societies. The credits claimed must be selected from at least four (4) of the categories listed below.

### **CATEGORY A**

- ◆ Employment as a full-time manager or supervisor, or at a decision-making level in broadcast engineering, or related technology, or as a consultant or equivalent: **2 credits per year**
- ◆ Full-time employment in broadcast engineering or allied field: **1 credit per year (Maximum 10 credits)**

*Those claiming this credit must provide a statement of the work performed and the period claimed, also provide a statement that there has been no change in his/her responsibility or qualifications since certification. Each statement used must be attested to by his/her supervisor.*

### **CATEGORY B**

- ◆ Successful completion of an accredited course in broadcast engineering or allied field as a student: **1 credit for each CEU (Continuing Education Unit) earned**

- ◆ If you are not a full-time teacher, teaching an accredited course in broadcast engineering or allied field: **2 credits per CEU**

*Sponsors of continuing education programs may request the National Certification Committee to assign a professional credit value to a specific course or program. Any SBE Certified Broadcast Engineer may request a determination of credit value for a specific course or program if the sponsor has not requested professional credit.*

#### **CATEGORY C**

- ◆ Presentation of a significant paper or talk on a broadcast engineering subject before a national or regional engineering meeting or conference: **2-10 credits per paper or talk**
- ◆ Presentation for a local chapter technical meeting: **1-5 credits per paper or talk**

*The National Certification Committee will determine the credit value based on the significance of the paper or talk.*

#### **CATEGORY D**

- ◆ Publication of a technical article in a national broadcast periodical: **2-10 credits per article**
- ◆ Publication of an article in a local chapter publication: **1-5 credits per article**

*The National Certification Committee will determine the credit value based on the significance of the article.*

#### **CATEGORY E**

- ◆ Active membership and participation in the SBE or other national technical society related to broadcasting: **1 credit per group per year (Maximum 10 credits)**

#### **CATEGORY F**

- ◆ Active participation as an elected or appointed officer or committee member in the SBE or other technical society, either at a local or national level: **2 credits per group per year (Maximum 10 credits)**

#### **CATEGORY G**

- ◆ Attendance at local SBE meetings and other local technical conferences and seminars: **1/2 credit per local meeting**
- ◆ Attendance at regional or national conferences, seminars and workshops of one or more full day's duration: **1 credit per day**
- ◆ Conference on Chapter of the Air (HAMnet): **1/2 credit per session (Maximum 6 credits per year)**
- ◆ Game Day Coordination (GDC): **1/2 credit per game (Maximum 10 credits)**
- ◆ Active participation in the SBE Roundtable (e-mail discussion group): Determination of credits granted will be based upon hardcopy evidence of such participation.

#### **CATEGORY H**

- ◆ Attendance at factory schools or in-station schools: **1 credit per each 10 contact hours**

#### **CATEGORY I**

- ◆ Home study courses may qualify for professional credits as evaluated by the National Certification Committee. Any SBE Certified Broadcast Engineer may request a determination of credit value for a specific course or program if the sponsor has not requested professional credit. Please write to the National Certification Committee for a ruling.

#### **CATEGORY J**

- ◆ Other activities involved in the broadcast engineering or allied field may qualify for professional credits at the discretion of the National Certification Committee. Please write to the National Certification Committee for a ruling.

*Use Category J for activities, such as special achievements, that do not fall under Categories A through I.*

### **OTHER RECERTIFICATION INFORMATION**

Recertification for both SBE members and non-members will be through the local Chapters wherever possible. It will be your responsibility to keep your certification record of professional credits up-to-date by submitting the proper statements or forms attesting to your activities and/or participation. One year before your certification expires, you should review your certification record for shortages of credits. The National Certification Committee reserves the right to ask any individual for verification of any or all of the professional credits claimed.

Application for recertification will be accepted six (6) months prior to expiration of the five-year period as shown on your certificate.

If an individual SBE Certified at any of the levels of Certification elects to recertify by taking the examination, he or she must sit for an exam prior to the expiration of his or her current certification. All applications for recertification by exam must be submitted by the exam application cut-off date, which can be found on the SBE website at [www.sbe.org/cert\\_exam\\_sched.php](http://www.sbe.org/cert_exam_sched.php).

Each Chapter is urged to appoint a Chapter Certification Committee. This Committee, in addition to its function of local evaluation for recertification, should encourage and assist members and non-members to become certified. This Committee should also have the primary responsibility to provide refresher courses to prepare broadcast engineers to take the certification exam. It should also provide the educational opportunities through which broadcast engineers may gain professional credits for recertification.

## **25. SUSPENSION OR REVOCATION OF CERTIFICATION**

If a Certified Broadcast Engineer does not accumulate the required professional credits in the five-year period, his/her Certification shall terminate unless, in the judgment of the National Certification Committee, extenuating circumstances exist and the deficiency can be readily overcome.

Certification can be withdrawn by the National Certification Committee for falsification of credentials, unethical behavior and/or failure to meet the “maintenance of certification” requirements. Such action requires due process by the SBE Board of Directors or its designee.

## **26. LIFE CERTIFICATION**

Professional Broadcast Engineers and Senior Broadcast Engineers who have maintained SBE Certification continuously for twenty (20) years and are current members of SBE may be granted Life Certification if they so request.

All certified who have retired from regular full-time employment may be granted Life Certification if they so request. If the request is approved, the person will continue in his/her current level of certification for life.

To obtain a Life Certification Application, go to [www.sbe.org/Life\\_Cert.php](http://www.sbe.org/Life_Cert.php) on the SBE website or contact the SBE National Office. There is a \$50 administration fee to process the application.

# FREQUENCY COORDINATION

## 27. Background

In years past, congestion on RPU, TV ENG, STL, TSL, and wireless microphone frequencies was almost unknown. With the rise in the number of AM, FM, TV, satellite and programming entities and the many changes the FCC has made in services they can provide, Part 74 channels are called on to play vital support roles that cannot be met by any other means.

The growing number of users, overlapping markets, line-of-sight relationships of antenna sites, and even propagation anomalies have all contributed to the current need for coordination in many markets.

The Society has identified frequency coordination as a service local chapters should support as an ongoing project. Since many chapters have already started this activity on their own, national guidance and coordination will be a way to get more chapters involved, and support the efforts of those chapters already engaged in this effort.

## 28. Benefits

Increased industry awareness of the SBE will be a benefit of this project. The image of the local chapter and local members will be promoted and enhanced through its role in successful coordination.

## 29. Priorities

1. Identify chapters now involved in coordination, persons responsible for the projects and relevant phone numbers and addresses. Compile a list of all coordinators and their areas of responsibility. Send this list to the FCC and to others who have an active interest in coordination so everyone can communicate easily.
2. Inform everyone of the proper role of coordinators. The effort is damaged if they are seen as assignors of Broadcast Auxiliary frequencies. Coordinators should facilitate communications between licensees.
3. Assist chapters in regions where others coordinate to take part in the effort. Having the local chapter act as a publisher of an existing database is one suggestion for accomplishing this goal.
4. Plan formats for exchange of information between databases. Standards for hardware and software might be part of this goal. Guidelines to assure security and integrity of frequency information should be considered.
5. Provide for symposia and other technical activities to advance the state of the art, promote spectrum efficiency, and provide education for Part 74 users.
6. Promote coordination awareness down to the “truck level” so non-technical personnel will be sensitized to its importance.

## 30. Operation

### **BUILDING A LOCAL CHAPTER FREQUENCY COORDINATING COMMITTEE**

**WRITE A LETTER TO ALL LICENSEES IN THE REGION.** Make every effort to get as many actual and potential licensees to your first meeting as possible. Do not overlook entities like CNN, cable systems, manufacturer’s representatives and managers of local high rise buildings and hilltops that serve as common two-way locations.

**PLAN FOR SUCCESS.** To assure success of your initial efforts, give thought to the politics of your locale. Should the chapter send the letter of invitation on their letterhead or should a highly respected consultant make the invitation?

**ELEMENTS IN THE INVITATION.** The letter should clearly define the mutual need for action and the immediate need to start a coordinating committee to deal with regional frequency problems.

**SCOPE OF THE COMMITTEE.** Think and act on a regional level. Electromagnetic radiation does not respect political borders.

**KEY BENEFITS OF COMMITTEE ACTIVITY.** The most important activity the group can provide will be allowing the engineering personnel in the region to get to know one another. Everyone can then begin to build mutual respect. Start each meeting by having the participants introduce themselves. Use nametags. Set a pattern for informal social interaction.

**SIGN-UP LIST.** Send a sign-up sheet around early during the meeting so as to have a record of everyone who attended. Ask for volunteers who will be willing to do committee work.

**NEWSLETTER.** Start a monthly newsletter immediately. Publish the sign-up sheet, the minutes of the meeting and news notes discussed during the meeting. Any information and correspondence that comes up between meetings can be published as well.

**CONDUCTING MEETINGS.** Use Roberts Rules of Order as a guideline. Your meeting should be structured, but in an informal way.

**MAILING LIST.** The mailing list is an important part of the database. Include all actual or potential licensees, even if they do not attend meetings. Include cable operators, manufacturer's representatives, site managers, consultants, equipment dealers, group and headquarters personnel, and other frequency coordinating groups.

**ALLIANCES.** If there are working coordinating groups for Amateur or Public Service Radio in the area, attempt to contact them and make them aware of the committee's existence.

**LEADERSHIP.** The group should decide on a Chairman and Vice-Chairman to run the meetings and provide liaison and leadership for the mutual effort. Politics play a part here too. It is better to get everyone's concerns out in the open very early regarding the leadership.

**VOTING.** There are few issues that require a formal vote. The committee should really be a forum for information exchange. If voting is necessary, try to have the decision made on technical merits.

**CONFLICTS.** For conflicts that cannot be resolved on technical merits, creativity will have to be employed. Split RPU frequency operation if approved for the region may be used to allow licensees to have more channels than otherwise possible. Do not overlook a lunch or dinner/meeting to talk over concerns. Make sure neutral parties are present.

**COSTS.** Try to get a few key local stations to finance the postage and duplication costs until a decision is made on financing. So far, most chapters have decided to avoid many problems associated with collecting dues. Other costs will be a meeting place if a free location cannot be obtained from a member, coffee and doughnuts for each meeting, and stationery supplies incidental to the newsletter and correspondence.

**MINUTES.** Enlist a responsible person to take careful notes at the meetings, compile frequency information, and do other committee legwork. It seems to be a basic rule of committees that 10% of the members do 90% of the work. If you are one in this minority, be prepared to shoulder 90% of the blame when something goes wrong.

**GOALS.** Pick one goal and see it through. Coordinating RPU, TV ENG, and Aural STL activity in a few weeks is unlikely. If action is needed on all fronts, break the effort down into subcommittees.

**MEETING DATES.** Always set the next meeting date before the present meeting adjourns. Never skip a month in the early years of formation. Needs will most likely arise that require special meetings between the monthly meetings during the organizational period.

**PERCEPTION OF COMMITTEE ACTIVITIES.** The committee does not have enforcement authority. No one on it is a "policeman." The committee will be most successful if it assumes the role of facilitators. This just means helping communications between licensees to take place more easily.

# REGIONAL CONVENTIONS

A Chapter may, upon prior approval by the SBE Board of Directors, organize and conduct an SBE regional convention. If a Chapter conducts such a convention, the SBE will guarantee the possible financial loss of the Chapter resulting from such a convention up to and including \$250.00. If the convention results in a profit to the Chapter, the Chapter shall pay 10% of such profits to the SBE to help fund future losses and/or encourage other such Chapter regional activities. After Board approval of the initial regional convention, dates for subsequent events organized by the same chapter(s) must be submitted to the National Office for approval, at least nine months prior to the requested show opening date.

## **31. Definition**

Regional conventions are defined herein as those technical paper presentations and equipment display shows, which are sponsored by one or more local SBE chapters.

All local chapters are welcomed to and urged to organize and present a Regional convention and are urged to consider one or more at some time, especially when cooperative arrangements between chapters can be arranged and provided the National Office can conveniently approve the scheduling.

No local chapter may use the SBE name, logo or trade name, in any form, for the publicity or promotion of their regional convention, unless prior approval of that convention has first been obtained from the SBE National Office.

National approval of the scheduling of a strictly technical session (that is paper presentation) will be rather easy to arrange. The approval of functions that include equipment exhibit shows will naturally take a longer time. Submission of proposed dates, area served and program for a regional convention should be sent to the SBE National Office at least nine months prior to the requested show opening date.

## **32. Guidelines**

The National SBE approval of the scheduling of any SBE sponsored equipment display show will generally follow guidelines:

1. It shall not be in direct conflict with another publicized show of similar nature.
2. It shall not be within one month of a similar SBE show located within one day's normal drive time (360 miles).
3. Equipment shows and SBE paper presentations will not conflict. Paper presentations will have priority.
4. All chapters are urged to develop cooperative arrangements with nearby chapters in the presentation of a mini-convention. The National Office will assign priority to these cooperative endeavors.
5. The SBE National Office will cause to be published in the SBE SIGNAL or other National SBE publications and promotional materials of all approved shows.
6. The SBE National Office will allot local chapters funding in the amount of \$250 to cover losses they may have in the presentation of a mini-convention.
7. The SBE National Office will assess local chapters 10% of the profits of all financially successful regional conventions.
8. A transcript of all technical paper presentations will be forwarded to the National Office within one (1) month of its presentation - preferably preceding its presentation, along with a release to allow its publication in the "SBE Signal" or other SBE National publication.

**NOTE:** It will be the responsibility of the sponsoring chapter to provide the transcripts. A panel session will probably require recording and subsequent transcribing. The transcript will then need the approval and release of the primary participants.

9. A National SBE Coordinating Committee will be appointed by the National Office with the guidance of the Chapter Liaison Committee and will approve all the scheduling of SBE sponsored regional conventions following the above guidelines.

# HAROLD ENNES EDUCATIONAL FOUNDATION TRUST

## **33. Background and Overview**

We are frequently asked about the Ennes Educational Foundation Trust and its history.

The Harold Ennes Scholarship Fund Trust was initiated by the Indianapolis chapter in 1980 in memory of Harold E. Ennes, author of many textbooks for broadcast and broadcast-related communications training and a member of the Indianapolis chapter.

Harold was a member of our national Certification Committee and made many contributions to the early development of the certification program.

To encourage greater growth, the Scholarship Trust was transferred by Chapter 25 to the SBE national organization to administer in 1981.

Over the years, the purposes of the Trust were expanded. In addition to granting scholarships, the Trust now is involved with the funding and presentation of broadcast engineering-related educational programs, seminars and workshops. It also helps to underwrite costs associated with publishing technical books and manuals.

The name of the Trust was changed in 1995 to the “Harold Ennes Educational Foundation Trust” to fully embrace its expanded role. Some of the goals of the Trust are to encourage the entry of minorities and women into broadcast technical fields, to evaluate technical training courses, and to act as a liaison with similar international organizations to develop and enhance common technical training courses.

Further information on the Trust, workshops and scholarships can be obtained from the SBE National Office.

# APPENDIX A

## MEMORANDUM

TO: Robert A. Jones, President  
FROM: Clay Collier, Attorney  
RE: SBE Organizational Structure  
DATE: June 8, 1979

The following is presented in order to clarify questions raised by chapter leaders.

The Society of Broadcast Engineers is a non-profit corporation originally incorporated in the District of Columbia and also certified by the State of Indiana to do business in said state as a “foreign not-for-profit corporation”. This was necessitated by the fact that the national corporate office is located in Indianapolis.

The SBE does not conduct activities in any other state which would require it to qualify to do business in any other state. Chapter activities are not activities of SBE; they are on their own behalf and presumably in concert with SBE purposes.

Articles II, V and X of the SBE By-Laws contemplate members of SBE grouping together in regional geographic areas and forming chapters. The gist of Article X is that the chapter will be governed (whether a corporation or an association of individuals similar to a neighborhood club) pursuant to by-laws substantially in accord (even approved by SBE counsel, etc.) with the SBE By-Laws (not exactly the same) and such chapter shall also be governed by the SBE “Operating Guide for Chapters”.

This structure does not contemplate the chapter organization as a legal subsidiary or part of the SBE entity, but rather as a contractual affiliate formed by the individual SBE members for the sole purpose of promoting SBE affairs in their local areas, and pursuant to the rules and regulations set forth in the “Operating Guide for Chapters”. The latter provides assurance that each chapter will be subject to the same benefits and burdens of SBE so long as they remain a Chapter of SBE. They are not an agent of SBE, nor liable for the acts of SBE or any other chapter.

Therefore, the practical effect of the separate organization (entity) concept is that each chapter is on its own financially; if required, it seeks its own tax exemption (perhaps with SBE help of course); files for its own Federal ID number; it files its own tax returns if any are required; its only obligation is to conduct itself in accordance with SBE purposes and the “Operating Guide for Chapters”. SBE files its own tax return and is still responsible to its individual members and to the chapters to extent it has obligated itself to perform services to its Chapter Affiliates in the “Operating Guide for Chapters” or SBE By-Laws.

# APPENDIX B

## MEMORANDUM

TO: SBE Chapter Chairmen - SBE Executive Secretary

SUBJECT: Chapters - Federal Tax Exemption - Federal Tax Returns

DATE: January 11, 1980

The presumptions will be made that some chapters of SBE are structured as an informal association of individuals not-for-profit, and some are non-profit corporations or associations formally organized under state laws.

**IRS Exemption** A non-profit organization's net income from all sources including chapter member dues is not automatically exempt from federal income tax. Exemption must be applied for and granted by the Exempt Organizations section of IRS. Normally exemption would be granted under Internal Revenue Code §501(a)(6), for chapters of SBE, as SBE is exempt thereunder.

As a practical guideline, if gross income from all sources including dues will exceed \$1,000, then you should seek counsel with respect to whether or not exemption should in fact be sought.

Neither does association with SBE grant automatic exemption to its chapters. SBE will not report on its tax return financial data of its chapters. The activities of each chapter may or may not require a) application for exemption, and b) filing of Annual Tax Return Forms 990 and/or 990-T.

A chapter desiring to file for exemption with IRS, Treasury Form 1024 should of course refer to its relationship (chapter) to SBE and the fact that SBE is already exempt under the Internal Revenue Code §501(c)(6). This would tend to make summary approval of chapter exemption under §501(c)(6) more likely.

**Unrelated Business Income Tax** (U.B.I.T.) Exempt organizations, charitable or non-charitable are taxable on that portion of their net income which may be derived from activities unrelated to their exempt purpose which exceeds the \$1,000 exemption. Generally, the for-profit corporate tax rates apply to an association or non-profit corporation which may have "unrelated business income."

For our purposes such unrelated business income might arise out of chapter newsletter ads, professional listings or directories, exhibitor fees or other activities which derive substantial income from the public (non-members). Membership dues, interest on savings accounts and income from membership social functions would not be classified as unrelated income. Tax may or may not result depending on all the facts.

**Returns of Exempt Organizations** Assuming a calendar year accounting period (not a fiscal year) Treasury Form 990 and 990-T are due to be filed by May 15 of the following year. The 990-T is only required if gross income from the unrelated business activities is \$1,000 or more.

As a practical matter, if an exempt chapter's gross receipts are less than \$10,000 (all sources including dues) Form 990 requires only an identity section to be filled out, without any financial detail.

**Group Filings – Exemptions – Tax Returns** Your Society has reviewed the possibility of SBE filing A) for group exemption of chapters and b) a group tax return for itself and the chapters.

The "apparent" simplified procedure of using group filings in fact creates a horrendous amount of paper work for the SBE national office without reducing any of the statements and reports to be required from the chapters. In any event, the SBE does not have the required administrative control of its chapters to qualify for group filings.

Chapters may be in different stages of growth, or desire different activities, and therefore it is felt that the exemption and return responsibilities are best left to the individual chapter.

Clay Collier  
DUNBAR, COLLIER & ZIMMERMANN  
One Indiana Square, Suite 2035  
Indianapolis, IN 46204  
(317) 634-1437

## **APPENDIX C**

**SOCIETY OF BROADCAST ENGINEERS, INC.**

# **INCORPORATION GUIDE FOR LOCAL CHAPTERS**

The Society of Broadcast Engineers, Inc., is a non-profit corporation incorporated in the District of Columbia. Its Articles of Incorporation make clear that it is intended to be a national organization, and that its By-Laws shall provide for the establishment of local chapters. Thus, Article X of the SBE By-Laws provides:

**Section 1.** Subdivisions of the Society shall be governed by the By-Laws substantially in form and agreement with these By-Laws as set forth in the provisions of the Operating Guide for Chapters.

**Section 2.** The By-Laws of such subsections of the Society shall be approved by counsel, the Executive Committee of the Society or such sub-committee as they shall designate, and the Board of Directors, before authorization is granted.

**Section 3.** The Executive Committee and the Board of Directors shall have the power to make changes from time to time in the Operating Guide for Chapters as serve the best interests of the Society.

In furtherance of these provisions, the SBE Chapter Manual, in Section 2, “Chapter Authorization, Organization and Conduct of Affairs”, provides:

A Chapter of the SBE may be authorized by the Board of Directors of the SBE as provided by the By-Laws...

After Chapter authorization is received, the local Chapter may use the name “Society of Broadcast Engineers”, its abbreviation, “SBE”, and any of its logos and trademarks, subject only to the limitation that the use of these names and insignia be for Society purposes only.

The Chapter may be organized as an association of individuals or as a corporation, not-for-profit, under the laws of any state...

The Chapter shall not be organized, or its affairs conducted, as an agent or subsidiary of SBE. The “authorization” to be a Chapter shall not create an agent-principal or subsidiary relationship with SBE. Each Chapter shall constitute a separate entity from SBE and shall be responsible for complying with all federal, state and local laws and ordinances concerning taxation (or the exemption therefrom), or any state laws concerning its organization or conduct of its affairs.

A memorandum reproduced in the Chapter Manual regarding the SBE organizational structure states:

The Society of Broadcast Engineers is a non-profit corporation originally incorporated in the District of Columbia and also certified by the State of Indiana to do business in said state as a “foreign not-for-profit corporation”. This was necessitated by the fact that the national corporate office is located in Indianapolis.

The SBE does not conduct activities in any other state which would require it to qualify to do business in any other state. Chapter activities are not activities of SBE; they are on their own behalf and presumably in concert with SBE purposes.

It is clear from these quotations that the chapters, and chapter officers, are not agents of the national office. Rather, SBE’s By-Laws’ provisions merely set forth the grounds on which a local group may be authorized to affiliate with SBE. Each local group is ultimately responsible for its members and its officers.

Although each chapter is free to choose its organizational status, SBE strongly encourages chapters to incorporate under the non-profit corporation statute in their respective states. The following discussion provides some reasons why incorporation is the best option, and offers a general outline of the steps to follow, including sample Articles of Incorporation and By-Laws. However, *this guide is in no way intended to be comprehensive or accurate. Chapters must consult a lawyer – either locally or through the Office of General Counsel.*

### **Why incorporate?**

Incorporation of a chapter offers several advantages which are not available in other organizational forms. For example, the corporate form imposes a comprehensible hierarchical structure which facilitates operation and centralizes control of management. Furthermore, corporations have their own legal status: they may sue and be sued as an organization. This means limited liability for officers who are acting in their corporate capacity. It also means that the individual members are not legally liable for the acts of the chapter. Corporations can have a perpetual existence: they do not automatically dissolve at the death or withdrawal of any of their members. Each of these considerations tend to add stability and give to corporations more organizational clout than their unincorporated counterparts. This is particularly important given that, as noted above, chapters are not subordinate divisions of the national SBE, but are wholly independent. Thus, the corporate form will allow chapters to more easily conduct the day-to-day operations of the business world.

There are important tax advantages as well. Incorporated non-profit “business leagues” (*i.e.*, “association[s] of persons having a common business interest, the purpose of which is to promote such common interest and not to engage in a regular business of a

kind ordinarily carried on for profit”) have a monetary advantage over other types of organizations in that their financial activities, including receipt of dues, are not subject to federal income tax. 26 U.S.C. §501(c)6.

One possible disadvantage of the corporate form is that, if the organization grows beyond its home state’s boundaries, it may have to qualify as a foreign corporation in other states (but usually only if it conducts extensive business activities in those states) and deal with a multitude of tax and regulatory issues. However, this problem will not exist for most chapters because they are wholly intrastate.

## How to Incorporate

Once the decision to incorporate has been made, there are very specific steps to be followed in making the corporation a reality.<sup>1</sup> First, the designated promoters or incorporators (most likely, the board of directors or chapter chair) must follow the state’s procedures for registering the name “Society of Broadcast Engineers, Inc.” under the state’s applicable name reservation or registration statute. They must also prepare and sign the Articles of Incorporation, then submit them to the proper state authority (usually the Secretary of State). Once again, because state requirements vary, it is important **to consult an attorney for details.**

Chapter officers and directors must always keep in mind, however, that, if the Articles of Incorporation and the By-Laws do not comply with all requirements established by the national SBE, the chapter may lose its authorized status, and will thus not be allowed to use the SBE name or logo. Remember, compliance with both the local requirements and the SBE Chapter Manual is a must! If the chapter does not have a current copy of the Chapter Manual, contact the national office immediately.

## ARTICLES OF INCORPORATION

The Model Non-Profit Corporation Act lists the standard requirements which most states require in Articles of Incorporation. They include:

- (a) the name of the corporation;  
The name cannot be already in use and may have to comply with certain description requirements. Incorporators should clear proposed corporate names with the state’s corporation authority.
- (b) the period of duration (usually perpetual);  
Some states provide that corporations must designate themselves as perpetual. Others provide perpetuity by default. It is always safe to state: “The corporation is to have perpetual existence.”
- (c) the purpose(s) for which the corporation is organized;  
NOTE: Incorporated associations may not conduct activities which are not encompassed by, or incidental to, those listed in the purpose clause. Thus it is necessary to anticipate all activities which the entity will conduct. Generality is usually better than specificity. Note, too, that the corporate charter can always be amended to include activities not encompassed by the original purpose clause. The purpose clause should also state whether the corporation will operate for profit or not. Note that states usually have strict requirements dealing with qualification for non-profit status. Operating as a non-profit corporation has significant tax advantages.
- (d) any desired policies dealing with the internal affairs of the corporation (*i.e.*, those not covered by the By-Laws);  
By-Laws of the corporation normally contain the following types of information:
  - ◆ purpose statement
  - ◆ membership qualifications
  - ◆ disciplinary procedures, including expulsion
  - ◆ types of membership status
  - ◆ method of fixing dues rates
  - ◆ method for election of officers
  - ◆ top corporate organized structure (including offices, terms, powers, and duties)
  - ◆ indemnification of officers
  - ◆ quorum provisions
  - ◆ provisions for general and special meetings
  - ◆ voting qualifications and procedures, including proxies
  - ◆ committee descriptions
  - ◆ convention and assembly rules
  - ◆ designation of a corporate seal
  - ◆ accounting and fiscal details
  - ◆ bookkeeping and reporting procedures
  - ◆ amendment and dissolution proceduresThe By-Laws should explicitly mention that the listed items are neither comprehensive nor mandatory.
- (e) the address of the initial corporate office and the name of the initial registered agent;

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<sup>1</sup> Material in this brochure is based, in part, on Webster, *The Law of Associations*.

- (f) the number of initial directors and the names and addresses of the initial board of directors;
- (g) the name and address of each incorporator

Although these generally satisfy the criteria of most state statutes, incorporators should always consult an attorney to ensure proper compliance.

Sample Chapter Articles of Incorporation are attached.

# [DRAFT] Articles of Incorporation of The Society of Broadcast Engineers, Inc., [STATE/CITY] Chapter

We, the undersigned natural persons of the age of eighteen years or more, acting as incorporators of a corporation pursuant to the [STATE] Non-profit Corporation Act, do hereby adopt the following Articles of Incorporation for such corporation.

**FIRST:** The name of the corporation is Society of Broadcast Engineers, Inc., [State/City] Chapter.

**SECOND:** The period of duration is perpetual.

**THIRD:** The corporation is organized for the following purposes:

- (1) The diffusion and increase of knowledge about broadcast engineering, and the promotion and advancement of this profession and its companion fields for both theoretical and practical applications necessary to advance the art.
- (2) The establishment of professional education, training, and competence for persons engaged in the profession of broadcast engineering and its allied fields, and to afford professional recognition to its practitioners signifying the achievement of these standards.
- (3) The stimulation of interest in broadcast engineering and its allied fields to sustain the profession, encouragement of the interplay and intercourse of ideas to advance the art, and the promotion and maintenance of the highest professional standards among its members to allow them to conduct their professional actions in the scale of exemplary ethical standards.
- (4) The creation of working alliances and meetings of minds with all elements of the broadcast and communications industry, including the FCC and the ultimate recipient of that which we practice: the viewers and listeners.
- (5) To these ends, it shall be the purpose of the Society to hold meetings for the reading and discussion of professional papers, publications, communications, or such other professional activities as shall properly fulfill the objectives of the Society and advance the art of broadcast engineering.

**FOURTH:** The corporation is to have members as provided by the By-Laws.

**FIFTH:** The selection of the Board of Directors, the regulation of internal affairs of the corporation, voting provisions, and the amendment of these Articles of Incorporation shall be provided for by the By-Laws.

**SIXTH:** No part of the net income of the corporation shall inure to the benefit of, or be distributed to, its directors, officers, or other private persons except that the corporation shall be authorized and empowered to pay

reasonable compensation for services actually rendered and to make payments or distributions in furtherance of the purposes and objects set forth in the **THIRD** Article hereof. No substantial part of the activities of the corporation shall be carrying on of propaganda or otherwise attempting to influence legislation and the corporation shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

**SEVENTH:** The private property of the incorporators, directors, and officers shall not be subject to the payment of corporate debts to any extent whatsoever.

**EIGHTH:** Notwithstanding any other provision of these Articles, the Corporation and its officers, directors, and employees shall not be empowered to enact by-laws or conduct activities except as outlined in the Chapter Manual of the Society of Broadcast Engineers, Inc., a District of Columbia corporation, or which create any principal-agent relationship with the national Society of Broadcast Engineers, Inc.

**NINTH:** Notwithstanding any other provision of these Articles, the Corporation shall not conduct any activities not permitted to be conducted by a tax-exempt organization as defined by the Internal Revenue Code.

**TENTH:** The initial registered agent and office of the corporation shall be:

[Name]  
[Address]

**ELEVENTH:** The initial board of directors shall consist of 5 persons who shall serve until the first annual meeting. These people are:

**TWELFTH:** The incorporators are:

# APPENDIX D

## [SAMPLE DRAFT] By-Laws The Society of Broadcast Engineers, Inc., [STATE/CITY] Chapter [#]

### ARTICLE I. Name and Purposes

**Section 1. Name.** The name of this organization shall be The Society of Broadcast Engineers, Inc., [State, Region or City] Chapter, hereinafter called the Chapter.

**Section 2. Purposes.** The Chapter is affiliated with a national non-profit professional society (the Society of Broadcast Engineers, Inc., a District of Columbia corporation, hereinafter the Society) designed to serve the professional needs of those persons engaged in Broadcast Engineering. Its purpose is to further the aims of the Society.

### ARTICLE II. Membership

**Section 1. Qualifications.** Each member of this Chapter shall be a member of the Society in good standing.

**Section 2. Term.** Memberships are annual and terminate on April 1. New and renewal applications shall be filed with the National SBE Office on the forms provided by the National Office.

### ARTICLE III. OFFICERS AND DUTIES

**Section 1.** The membership of the Chapter shall elect the officers, which shall consist of a Chairman, Vice Chairman, Secretary, and Treasurer.

**Section 2.** The terms of all officers shall be one year, beginning November 1.

**Section 3.** No officer shall serve more than two consecutive terms in the same office.

**Section 4.** No officer shall receive any compensation for services performed in his official capacity, but officers shall be reimbursed for reasonable expenses incurred in the performance of official duties.

**Section 5.** A vacancy in the office of Chairman shall be filled by the Vice Chairman. The Chairman shall fill vacancies in the other offices by appointment until the start of the next term.

**Section 6.** The Chairman shall preside at all meetings of the Chapter, and shall perform all other duties normally associated with the office.

**Section 7.** The Vice Chairman shall perform all duties normally associated with the office or assigned by the Chairman, and shall assume the duties of the Chairman in the Chairman's absence.

**Section 8.** The Secretary shall record the minutes of all meetings of the Chapter. The Secretary shall be responsible for the circulation of meeting notices, and shall send meeting reports and attendance records to the Society National Office and shall keep any other Chapter records as may become necessary.

**Section 9.** The Treasurer shall be responsible for all records and books of account of the Chapter. All records shall be open to inspection by members in good standing at reasonable times. The Treasurer shall generally supervise all accounts and monies of the Chapter. The Treasurer shall furnish an annual financial report to the Society Treasurer and keep any other Chapter financial records as may become necessary.

**Section 10.** The Chapter shall maintain a checking account requiring that the checks be signed by any two of the four officers.

### ARTICLE IV. COMMITTEES

**Section 1.** The Chairman shall newly appoint members of all standing committees within a month after taking office. The Chairman may also appoint temporary committees as necessary, but with tenure not to exceed the Chairman's term of office.

**Section 2.** Standing committees shall consist of the following:

- (a) Nominations Committee, which shall consist of at least three members in good standing.
- (b) Elections Committee, which shall consist of three members.
- (c) Certification Committee, which will consist of at least one member.
- (d) Frequency Coordination Committee, which will consist of at least one member.

### ARTICLE V. ELECTIONS

**Section 1.** Annual elections shall be held at the October meeting. Any member in good standing may vote. Vote is by secret ballot. The election may be conducted at a meeting of the Chapter, through the U.S. mail or via the Internet (if allowed by state law).

**Section 2.** Ballots shall be mailed to each member at least thirty days prior to the election.

**Section 3.** Ballots may be cast at the election meeting or submitted absentee. Absentee ballots must be submitted at least 10 days prior to the election.

**Section 4.** At least sixty days prior to the election, the Nominations Committee shall prepare and disseminate to all members a slate of proposed officers. The Committee, when possible, shall nominate at least two members for each office. Members of the Committee may not be candidates unless nominated at large from the floor.

**Section 5.** The Elections Committee shall supervise the election, tally the votes, and notify all candidates and the Secretary of the results. The Secretary shall notify the members of the results in the next monthly mailing and notify the SBE National Office. The Election Committee shall arbitrate any election dispute. Its decisions are final.

### ARTICLE VI. CHAPTER MEETINGS

**Section 1.** The Chapter shall meet once a month, at a time and location determined by the Chairman; advance notice shall be given to all members.

**Section 2.** The general order of business at the meetings shall be as follows:

- Opening
- Report of the Secretary
- Report of the Treasurer
- Report of the Committees
- Unfinished Business
- New Business

**Section 3.** Roberts Rules of Order, to establish procedure and ensure decorum, shall govern all meetings of the Chapter.

**Section 4.** A Quorum shall consist of at least ten percent of the registered membership of the Chapter, including one officer.

## **ARTICLE VII. DISCIPLINE**

**Section 1.** The Chapter reserves the right to discipline its members.

## **ARTICLE VIII. AMENDMENTS**

**Section 1.** The By-Laws may be amended upon resolution proposed by the Chapter Officers, or by a petition by not less than ten percent of the registered Chapter members. Copies of the proposed amendment shall be submitted to the Chapter membership by mail or e-mail.

**Section 2.** Absentee ballots on the proposed amendments shall be returned to the Secretary within thirty days of the mailing.

**Section 3.** Discussion and voting on the proposed amendment shall take place at the next scheduled monthly meeting.

**Section 4.** The amendment is adopted if affirmatively accepted by two-thirds of those voting. The amendment shall become effective 30 days after its adoption.

**Section 5.** The Secretary shall notify all members of newly-adopted amendments in the next monthly notice, and shall provide to each member a copy of the amended By-Laws as soon as is practicable.

## **ARTICLE IX. DISSOLUTION**

**Section 1.** Should it become necessary to dissolve the Chapter, the assets shall be distributed by the Chapter in accordance with the guidelines prescribed by the Board of the Directors of the Society.

# APPENDIX E

## FORMS

1. New Chapter Application
2. Annual Election Summary
3. Chapter Meeting Report
4. Chapter Meeting Attendance Record



# SOCIETY OF BROADCAST ENGINEERS, INC.

9102 North Meridian Street, Suite 150 • Indianapolis, IN 46260  
Phone: (317) 846-9000 • Fax: (317) 846-9120 • Website: www.sbe.org

## NEW CHAPTER APPLICATION

Proposed Chapter Name: \_\_\_\_\_

CHAPTER REQUESTED BY: (Signature of ten SBE Voting Members)

NAME	ADDRESS	MEMBER #
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

### DATES OF THREE MEETINGS:

DATES	ATTENDANCE	PROGRAM CONTENT

### PRO-TEM OFFICERS:

	NAME	ADDRESS	PHONE
Chairman			
Vice-Chair			
Secretary			
Treasurer			

### APPOINTED COMMITTEE CHAIRMEN:

Certification			
Freq. Coord.			
Membership			

### MAILING ADDRESS FOR CHAPTER CHAIRMAN:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

*Once this application has been approved and the chapter has established a bank account, an Initial Grant of \$100.00, payable to the chapter, will be sent to the chairman of record.*



# Society of Broadcast Engineers ANNUAL ELECTION SUMMARY

CHAPTER: \_\_\_\_\_ Chapter #: \_\_\_\_\_

As Tellers of the election of Officers of Chapter # \_\_\_\_\_ of the Society of Broadcast Engineers, Inc., we, the undersigned, certify that the following members have been elected on the following date:

DATE OF ELECTION: \_\_\_\_\_ PLACE: \_\_\_\_\_

OFFICE	NAME	ADDRESS	E-MAIL	PHONE #	MEM. #
Chairman					
Vice-Chairman					
Secretary					
Treasurer					

The following Committee Chairmen have been APPOINTED:

OFFICE	NAME	ADDRESS	E-MAIL	PHONE #	MEM. #
Certification					
Frequency Coordination					
Membership					
Newsletter Editor					
Program					
Webmaster					

**Election Tellers:**

\_\_\_\_\_  
(Signature) (Printed Name) (Date)

\_\_\_\_\_  
(Signature) (Printed Name) (Date)

\_\_\_\_\_  
(Signature) (Printed Name) (Date)





# SOCIETY OF BROADCAST ENGINEERS, INC.

9102 North Meridian Street, Suite 150 Indianapolis, IN 46260 • 317-846-9000 • fax: 317-846-9120 • www.sbe.org

**CHAPTER MEETING ATTENDANCE RECORD** Date of Meeting: \_\_\_\_\_ Chapter No.: \_\_\_\_\_ Location: \_\_\_\_\_

Return **Meeting Report** and **Attendance Record** by mail, fax or email (jporay@sbe.org) after each meeting

Name	Affiliation	SBE Y/N	Member #	SBE Certification	Email
1.					
2.					
3.					
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